

ADDITIONAL DIRECT DEPOSIT DEDUCTION

Organization ID

Effective Date

Employee SSN

Employee Name

ADDITIONAL DIRECT DEPOSIT DATA

Desc
Code

☐ DESCRIPTION CODE
C=Checking
S=Savings
U=Credit Union

Transit Number

Account Number

Acct
Type

☐ ACCOUNT TYPE
C=Checking
S=Savings

Amount or Percent

Y if
Percent

ATTACH VOIDED CHECK HERE

I HEREBY **AUTHORIZE** MY EMPLOYER TO INITIATE CREDIT ENTRIES AND TO INITIATE, IF NECESSARY, DEBIT ENTRIES AND ADJUSTMENTS FOR ANY CREDIT ENTRIES IN ERROR TO MY (OUR) CHECKING AND/OR SAVINGS ACCOUNT INDICATED ABOVE AND THE DEPOSITORIES NAMED ABOVE, EACH HEREINAFTER CALLED DEPOSITORY, TO CREDIT AND/OR DEBIT THE SAME TO SUCH ACCOUNTS.

DATE: _____ SIGNED: _____

I HEREBY **CANCEL** THE AUTHORITY PREVIOUSLY GIVEN TO MY EMPLOYER BY THIS WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH TIME AND IN SUCH MANNER AS TO AFFORD THE EMPLOYER AND THE DEPOSITORY A REASONABLE OPPORTUNITY TO ACT ON IT.

DATE: _____ SIGNED: _____

FOR OFFICE USE ONLY

GTN
Elmt

Desc
Code

Financial Institution ID

Account Number

Acct
Type

Amount or Percent

Y if
Percent

Start Date

WHITE - AGENCY COPY

YELLOW - EMPLOYEE COPY